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 INTERNAL
USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Retirement Counseling and Placement Staff, 212 Magazine Building
25X1

EXTENSION

NO.

DATE

6 August 1968

TO: (Officer designation, room number, and building)

25X1

DATE

RECEIVED FORWARD

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

S AUG 1968

1. Director of Personnel
5E-56 Headquarters

2.

3. Deputy Director for
Support 7D-26 Hqs.

4.25X1

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15.

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Personnel

DD/S 684098

6 August 1968

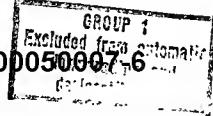
MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel
SUBJECT : Retirement Counseling and Placement Staff
Progress Highlights During July 1968

1. The Retirement Counseling and Placement Staff has made notable strides during July in policing its files, and consolidating systems and holdings of the Retirement Counseling Branch and the External Employment Assistance Branch. The summer employee assigned to RCPS has prepared wheeldex cards of present dossier holdings. Eighty-one dossiers were eliminated. Also, old files are being destroyed and record material is being sent to official files.
2. Twenty-four six month follow-up letters were sent to retirees who left the Agency in December 1967 and January 1968.
3. The plans for the November Retirement Information Seminar for 1969 and 1970 retirees and their wives were developed. Speakers have been selected and contact already has been made with those who are outside the government. Essential payments have been checked with and cleared by the Director of Personnel; it appears at present that \$200.00 will cover all speaker fees. Portfolios and all leaflets, pamphlets and booklets for the kits in the Retiree Portfolios have been ordered.
4. A plan for developing abstracts (4 to 6 lines) has been launched which shows real promise as a technique for placing before potential employers the qualifications of those leaving the Agency. Sixteen of our most active cases were completed and selected ones have been used [redacted] These abstracts are to be prepared at the same time that the dossier is indexed.
5. Articles were drafted for the fall issues of the OTR Bulletin and the Support Bulletin. We have also submitted a set of questions and answers on entitlements for military experience under varied conditions of service, and the effect on the retiree's annuity.

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6. Statistical summary of RCPS action for the month of July:

Retirement Counseling Branch

Retiree Consultations:	
Full Counseling Interviews	31
Counseling Discussions	60
Retiree Dossiers Indexed	8 (98 total)
Meetings with Management	44
Research and Information Requests	54
Briefings and Ret. Info. Exchanges:	
Agency	42
External	13
Publications, Staff Papers & Correspondence:	
Man-Days	42 1/4

External Employment Assistance Branch

<u>Retirees</u> - New Cases	
Resume Assistance Only	11
External Job Leads Provided	7
Follow-up Consultations	5
	13
<u>Resignees</u> -New Cases	
Resume Assistance Only	23
External Job Leads Provided	12
Follow-up Consultations	26
External Job Sources Developed	18
Written Inquiries Concerning External Applications Received and Answered	6
Personnel Files Reviewed for Outside Investigators on External Job Applications	24
	24

Chief, Retirement Counseling and Placement Staff